

Table of Contents

1. Organization	4
Who We Are	4
Our Vision	4
Our Mission.....	4
Racial Equity Statement.....	5
Guiding Principles	6
General Service Policies.....	7
2. Customer Conduct	9
2.1. Purpose.....	9
2.2. Rules of Library Conduct.....	9
2.3. Enforcement of Rules of Library Conduct	12
2.4. Exclusions.....	12
2.5. Documents and Forms Used in Enforcement of Rules.....	16
2.6. Children.....	20
2.7. Animals in the Library.....	22
2.8. Personal and Public Technology and Telecommunications	24
3. Mobile Libraries	28
3.1. Guidelines	28
3.2. Mobile Library special visit request.....	28
3.3. New Mobile Library stop request.....	28
4. Community & Other Rooms	29
4.1. Community Rooms (Civic Center & Mission Branch Libraries, & John Landes Community Center).....	29
4.2. Study Rooms (Civic Center, Mission Branch & John Landes Community Center Libraries).....	31
4.3. Other Rooms at Civic Center Library	32
5. Operations	33
5.1. Public Announcements (PA).....	33

5.2.	Emergencies.....	33
5.3.	Confidentiality	35
5.4.	Cash Handling	37
5.5.	Donations to the Library.....	39
5.6.	Public Photography and Filming.....	41
5.7.	Community Information	42
5.8.	Books@Home: A Home Delivery Service	43
6.	Staff	44
6.1.	Introduction	44
6.2.	Computer Use.....	45
6.3.	Dress Code	46
6.4.	Personal Communication Devices	47
6.5.	Political Activities.....	48
6.6.	Using Leave Time	49
6.7.	Social Media.....	51
6.8.	Vehicles.....	53
6.9.	Visitors	54
6.10.	Volunteers	56
7.	Circulation Policy	58
7.1.	Library Cards.....	58
7.2.	Check Out and Renewal.....	58
7.3.	Reserving Material / Holds	58
7.4.	Returning Items	59
7.5.	Lost or stolen cards.....	59
7.6.	Dependent Borrowing Restrictions	59
7.7.	Delinquent accounts and communication	59
7.8.	Lost or damaged materials	60
7.9.	Collections	60
7.10.	Interlibrary loan via the LINK+ system	60

8. Collection Development	61
8.1. Purpose of Collection Development Policy	61
8.2. Principles of Selection.....	61
8.3. Scope of the Collection.....	63
8.4. Collection Descriptions	65
8.5. Collection Management and Support	68
8.6. Request for Reconsideration Form.....	70
9. Appendix	72
9.1. Library Bill of Rights	72
9.2. Freedom to Read	73
9.3. Freedom to View	77
9.4. Laws	78

1. Organization

Who We Are

The Oceanside Public Library (“the Library”), wherever mentioned here, includes the Civic Center Library, the Mission Branch Library, the Oceanside READS Learning Center, the Mobile Libraries, and any location, physical or virtual, where Oceanside Public Library programs or services are being provided.

Our Vision

The Oceanside Public Library will be the cultural heart of Oceanside, empowering the community by promoting literacy, information access, civic engagement, cultural inclusiveness, and openness to new ideas.

Our Mission

To ENGAGE, INFORM, CONNECT and INSPIRE

Racial Equity Statement

The Oceanside Public Library, a department of the City of Oceanside, is committed to cultivating racial equity and inclusion. By contributing to a more just society, the Library envisions a community where all are welcome and enjoy a sense of well-being.

When race can no longer be used to predict life outcomes, and those outcomes for all groups are improved, racial equity has been achieved. Yet, in Oceanside, in California and across the United States, a person's race remains a key predictor of well-being, access, opportunity, and safety.

The Library is central to its community, and an essential participant in the movement for racial equity. The Library is proud of such a role, but should not become too comfortable with an image of progress and achievement. Only by acknowledging the difficult realities of life for many in Oceanside can the Library's vision lead to action and change.

The Library is working to achieve racial equity both within the organization and throughout the Oceanside community it serves, by conducting self-examination and making a long-term commitment. The Library will emphasize racial equity and inclusion in its Strategic Plan, with these goals:

- Creating and maintaining an environment of diversity, inclusion and respect
- Reaching and engaging people of color
- Ensuring that library services, policies and procedures do not negatively impact communities of color.
- Addressing challenges by facilitating conversations and partnerships with organizations and leaders who work with Black, Brown and Indigenous communities
- Building a work force which, across the breadth and depth of job classification, reflects its community.

Guiding Principles

The Oceanside Public Library is a department of the City of Oceanside. These are guiding principles of this department's services to the public.

Promote literacy and love of reading

The Library strongly supports developing literacy skills, and opportunities to read and to share delight in reading, for all ages, in concert with parents, educators and lifelong learners.

Support intellectual freedom

The Library defends the rights of individuals to access information, free from censorship, and defends free speech as protected by the Constitution of the United States.

Welcome the community

The Library welcomes all visitors, physical and virtual, individuals and groups, ready to meet their needs and offer a friendly space to share ideas.

Information access for all

The Library delivers information and makes communication resources freely available, through any technology and formats that may meet Oceanside's diverse needs.

Celebrate diversity

The Library celebrates Oceanside's diverse culture and heritage with programs and services for all to enjoy with a sense of unity and belonging.

Build strong partnerships

The Library values its community partnerships and reaches out to agencies, groups, individuals, businesses and institutions in order to positively impact the community.

Foster healthy democracy

The Library believes in helping the community be informed, providing knowledge to support and promote democracy, and offering neutral space for civic engagement.

Adapt and innovate

The Library as an organization learns, changes, and stays relevant for all, to provide the best services possible to the Oceanside community.

General Service Policies

- A. Service Population/Status: The Library will serve, firstly, all residents of the City of Oceanside and personnel of Marine Corps Base Camp Pendleton, and secondly, all members of the public who express need of its resources, in accordance with policy outlined below and other relevant Library and City policies and procedures. Service will not be denied nor abridged because of an individual's actual or perceived age, ancestry, color, disability, ethnicity, gender expression, gender identity, genetic information, language use, medical condition, national origin, race, religion, sex/gender, sexual orientation; nor due to citizenship, economic, immigration, marital, military or veteran, parental, political, or social status.
- B. Service Hours/Locations: Library services will be provided during the hours which best meet the needs of the community and through service outlets located at points of maximum convenience to the public, within the limits of available resources.
- C. Service Review: Periodic review will be made of Library services to determine whether the needs of the community indicate that certain services should be discontinued or other services should be added.
- D. Information/Reference Services: Library staff will provide guidance for people to obtain the information they seek as recorded in print or online text, media or other formats and sources. Staff is directed, in assisting with research, to quickly enable users to learn to answer the questions themselves.
- E. Resources Referral: The Library accepts a responsibility for securing and providing information beyond its own resources by:
 - 1. Offering access to the Internet. The Library has no responsibility for information found on the Internet, such as its accuracy, content, and appropriateness for the user.
 - 2. Collecting information about, sharing and collaboratively working with, resources of agencies, institutions, organizations, and individuals in and beyond the community. This service may be provided through interactive referrals to other services.
 - 3. Customers with Oceanside Public Library cards may borrow items at no cost from a group of cooperating libraries in California and neighboring states called LINK+, of which Oceanside Public Library is a member. Customers may find and request items through the LINK+ website directly or via the Library website (Policy 7.13 – Interlibrary loan via the LINK+ system).
- F. Education-related Services: The Library will endeavor to maintain a balance in its services to support the educational needs of adults, young adults and children. The Library will attempt to provide materials for self-study, and cooperate with and supplement, rather than duplicate, school or other institutional libraries which are designed to meet curricular needs. Students in the Oceanside and Vista Unified School Districts are provided Library card services using their student ID numbers, through a Library program called Set up to Succeed.

General Service Policies (continued)

- G. Program Services: The Library will initiate programs and exhibits, create lists, and offer other services or activities, in physical or virtual form, to stimulate the use of Library materials, facilities and resources for the enlightenment of people of all ages.
- H. Community Services: The Library will collaborate with other community agencies and organizations to determine and strive to meet appropriate needs of the community; and help community agencies and organizations with their goals through such services as programs, discussion, guides, materials and exhibits.
- I. Outreach Services: The Library will make the general public and community leaders aware of the many services it offers, and promote understanding of its plans, goals and services, encouraging active use and participation by people of all ages through all available forms of interaction, news, social and other media and communications.
 - 1. Leadership, staff, volunteers and supporters will remember that they represent the Library in every public contact, that good service supports good community relations, and that participation in community activities and public speaking opportunities offer chances to share the value of the Library with everyone.
 - 2. Staff will be required, and support organizations will be encouraged, to share intended messages and materials for the public with the Library Director or Director's designee(s) in advance.
- J. Cooperative Services: The Library will actively participate in the Serra Cooperative Library System and cooperate with other library agencies in different political jurisdictions, in order to strengthen the services and resources made available to Oceanside and better meet community needs.
- K. Services by Professional Staff: The Library will encourage its staff to maintain membership in both the California Library Association and the American Library Association; and allow and encourage staff to participate in local, regional, and national conferences, meetings, workshops and other professional activities, as professional growth obtained at such activities results in better service to the community.

2. Customer Conduct

2.1. Purpose

- A. It is the Library’s goal to provide a safe and welcoming environment for everyone. The Library has established Customer Conduct policies, including the “Rules of Library Conduct,” as tools to support, guide, and—when necessary—enforce, appropriate conduct within the Library.
- B. The freedom of access to ideas, information, and technology is one of the highest priorities for the Oceanside Public Library (“the Library”). “The Library” wherever mentioned in these Rules, includes Civic Center Library, Mission Branch Library, Landes Community Center Library, Oceanside READS Learning Center, the Mobile Libraries, and any location where Library-sponsored programs or services are being provided. The Library Board of Trustees affirms its support of the Library Bill of Rights, which protects the rights of individuals to use a Library regardless of origin, age, background, or views. Additionally, the Library Board of Trustees acknowledges the Library’s responsibility to safeguard the accessibility of information for all.
- C. The Library has established Rules of Library Conduct, for the successful operation of its facilities and activities, to maintain an appropriate Library environment, and to ensure customers enjoy their Library visits.
- D. The following Rules of Library Conduct were originally approved by the Library Board of Trustees on September 26, 2011, subsequently amended, and are to be used by Library staff in maintaining a positive and appropriate environment for all Library customers.

2.2. Rules of Library Conduct

Library customers shall abide by and conduct themselves in accordance with the following rules while enjoying their Library privileges:

- 1. Abide by all federal, state, and local laws. Possession of weapons; possession of any illegal or controlled substance; consumption of alcohol; being under the influence of drugs or alcohol; engaging in sexual activity; commission of theft, or malicious damage or destruction of Library materials or property; is strictly prohibited.
- 2. Harassing or threatening Library customers or staff – including, but not limited to, behavior that is intimidating, hostile, offensive, or abusive; or that adversely impacts Library customers, staff, or operations – is strictly prohibited.
- 3. Eating and drinking is prohibited in Library facilities, with the exceptions of capped drinks. Refreshments are only allowed in areas and at times specifically designated by Library staff for Library sponsored and authorized programs.

2.2 Rules of Library Conduct (continued)

4. Children under the age of 8 must be accompanied at all times while on Library grounds by a parent, or caregiver. Parents/caregivers are responsible for monitoring the safety, activities, and behavior of their children while visiting the Library. The Library is not responsible for the supervision of a minor left unattended.
5. Library staff may restrict use of areas designated for children and teens, in order to ensure that the Library is an inviting space for all customers.
6. Shirts and shoes or other footwear are required at all times. Bathing suits must have appropriate cover-ups
7. People, animals, or personal property must not block aisles, doorways, entrances, stairways, elevators, or ramps. Personal property that measures larger than 18 x 24 x 30 inches may not be brought into Library facilities. Strollers or wheelchairs being used for transport by a person are allowed.
8. Personal property of adults must be within the sight of the owner at all times.
9. Pets are not permitted inside Library facilities or within 100 feet of any door. Service animals assisting persons with disabilities, service animals in training, or animals for Library programs are permitted.
10. Smoking is not permitted inside Library facilities, or within 20 feet of any door or open window. The use of incendiary devices such as lighters, matches, and candles is also not permitted.
11. Persons who refuse to vacate the Library at closing time, or during an emergency evacuation, will be referred to the appropriate authorities. Persons who need assistance to return home will be referred to the Oceanside Police Department, in order to ensure their safety. The Police will also be called to assist with unattended minors who remain at the Library 10 minutes past closing time.
12. Roller skates/blades, scooters, skateboards, bicycles, shoes with roller mechanisms or other, similar devices must not be used in the Library.
13. Sleeping or lying on the floor or furniture is prohibited.
14. Personal items left unattended will be collected by Library staff, and placed in the Library's lost and found for 10 days. After 10 days, items with a value of less than \$25.00 will be disposed of, while items with a value over \$25.00 will be turned in to the Oceanside Police Department as lost/abandoned property.
15. The Library's facilities, materials, and furnishings must be used as intended. Running, engaging in horseplay, playing in an elevator, or intentionally interfering with the legitimate use of the Library by others, or the duties of Library staff, is prohibited.
16. Library cards are non-transferable and non-assignable.

2.2. Rules of Library Conduct (continued)

17. Solicitation for business or donations, for money (panhandling), or for the sale of merchandise by persons or entities unrelated to the Oceanside Public Library is not permitted inside the Library. Religious, political or commercial materials may not be handed out or posted within the Library. This includes such items as advertising flyers for business or individual profit-making enterprises, political flyers, church pamphlets, and the like.
18. In order to ensure the comfort and privacy of all, photography or filming in the Library that includes images of Library customers must receive prior approval from the Library Director or their designee.
19. Unreasonable use of restrooms including laundering, bathing, shaving, or washing hair, and unreasonable length of time in the restrooms are prohibited.
20. Library computer policies must be followed. Customers found to be using Library computers to view material inappropriate for areas shared with children, including pornography or obscenity, or material that violates City policies, will have their computer sessions terminated. Unlawful use of Library computers is prohibited. Computer crimes such as accessing child pornography will be referred to the Oceanside Police Department.
21. Personal hygiene must be maintained so as not to be offensive to others or cause allergic or asthmatic reactions, or other health risks. Hygiene that is objectionable includes, but is not limited to, offensive body odor, excessive uncleanliness or excessive use of scented products.
22. Making any loud or unreasonable noise or other disturbance is prohibited. This includes disruptive use of personal communications or entertainment devices - personal entertainment devices must be operated with headphones at a volume level that does not disturb others.
23. Library telephones are not for use by the public, except at staff suggestion and/or under specific procedures as staff at a specific site may explain. Cell phone use is permitted in the Library, provided it does not create a disturbance to other Library users.
24. State law permits Library staff to search purses, bags, parcels, briefcases, and other packages in order to prevent the theft of Library materials or property. State law authorizes the detention for a reasonable period of any person using these facilities suspected of committing "Library theft". (California Penal Code Section 490.5)
25. Library staff instructions must be followed. Staff have authority to enforce not only the policies but also any Library procedures.

2.3. Enforcement of Rules of Library Conduct

- A. A Library customer is subject to exclusion from the Library, or may otherwise have their Library privileges restricted or suspended, if they (or a person under their control or direction) violate any of the Rules within ninety (90) days after they were given a written Warning Notice of a violation of the Rules.
- B. Serious violations of any of the Rules may result in the issuance of a written Warning Notice without a prior verbal warning.
- C. Any violation of Rules 1 or 2 may result in issuance of an Exclusion Notice without prior verbal warning or written Warning Notice.
- D. Library employees or contractors, in strict accordance with this policy, are authorized to issue Warning and Exclusion Notices.
- E. After the issuance of a verbal warning to a Library customer, or immediately upon the occurrence of a serious violation of Rules 3 through 25, a Library employee may issue a written Warning Notice for such violation(s). The Warning Notice shall specify that the recipient must leave the Library and is not permitted to enter, or be within 50 feet of any entrance to, any Library facility, vehicle, site, or Library-sponsored program or event, for the remainder of the day. In the event a second violation of the Rules occurs within ninety (90) days of issuance of the Warning Notice, that person shall be subject to exclusion from the Library, or the loss of some or all of their Library privileges as the Library staff may determine to be appropriate. The Warning Notice shall also contain information concerning the right to appeal to the Library Director (see 2.5.A for an example Warning Notice).

2.4. Exclusions

- A. Exclusion Notice: If a Library customer has received a written Warning Notice, and again violates a provision of the Rules within ninety (90) days of the date of issuance of the Warning Notice, or if a customer commits a violation of Rules 1 or 2; a Library employee may issue a written Exclusion Notice, excluding the person from the Library, or revoking some or all of their Library privileges, as the Library staff may determine to be appropriate. If the person is excluded from the Library, the exclusion shall be for a period of no less than one (1) month and no more than twelve (12) months. The Exclusion Notice shall specify the person that is not permitted to enter the Library, or be within 50 feet of any entrance to any Library facility, vehicle, or site, or any Library-sponsored program or event; the period of the exclusion; the time the exclusion is to commence; any Library privileges being lost, and the specified period of loss; and information concerning the right to appeal the Exclusion Notice to the Library Director (see 2.5.A for an example Exclusion Notice).

1. In addition to issuing and documenting the Exclusion Notice, staff will disable the excluded customer's Library card, including, but not limited to, functions related to Library computers, materials and the customer's own Library account.
2. The Guidelines for Lengths of Exclusions in section 2.5 of this policy are to be used by Library staff to help ensure consistent and balanced enforcement of the rules.

2.4. Exclusions (continued)

Different lengths of exclusion between 1 and 12 months may be made by staff or the Library Director, based on a case-by-case evaluation.

- B. Right to Appeal: The individual to whom a Warning or Exclusion Notice is issued shall have the right to appeal the issuance of the Notice. These written rights of appeal, set forth below, shall be made available upon request to any individual who has been issued a Warning Notice or Exclusion Notice.
1. Appeal Contents: A Notice of Appeal of a Warning Notice or an Exclusion Notice must be filed, in writing, with the Library Director within five (5) calendar days of the issuance of the Warning or Exclusion Notice. The Notice of Appeal shall include the following:
 - a. The customer's name;
 - b. The customer's address and a telephone number where they can be reached; and
 - c. A concise statement as to why the customer believes that the issuance of the Warning Notice or the Exclusion Notice was invalid or unjustified; and
 - d. A copy of the Warning Notice or Exclusion Notice.
 2. Hearing: A hearing on the appeal shall be held no more than fifteen (15) calendar days after the filing of the appeal, except the Library Director may postpone the hearing date for good cause. The customer shall be provided notice of the hearing date, time, and location at least five (5) calendar days prior to the hearing date. The hearing shall afford a reasonable opportunity for the customer to be present, and present evidence that the Warning Notice or Exclusion Notice is invalid or unjustified. The decision of the Library Director shall be final and in writing. At the hearing, the Library staff shall have the burden to show by a preponderance of evidence that the Warning Notice or Exclusion Notice was based on and justified by a violation of the Rules. Copies of all Library staff documents to be used by the Library staff at the hearing shall be made available to the customer at least five (5) days prior to the hearing.
- C. Violation of Exclusion Notice: Any person who violates any provision of a Warning or Exclusion Notice by coming within 50 feet of the entrance to any Library facility, vehicle or site, or any Library-sponsored program or event, during the period of exclusion, will be subject to an extended exclusion. Library staff may also make, with the assistance of the Oceanside Police Department, a complaint of Criminal Trespass (California Penal Code section 602.1), and the customer may be subject to arrest or prosecution.

2.4. Exclusions (continued)

- D. Further Enforcement: Any person refusing to leave the Library after being directed to do so by Library staff or a Police officer is guilty of a misdemeanor (California Penal Code section 602.1(b)) Police will also be contacted by Library staff in other cases of criminal or legal violations, and violators may be subject to arrest, prosecution, or other legal action.
- E. Extended Exclusion: In cases where there is pervasive abuse of library rules, or safety of staff and public has been demonstrably or repeatedly jeopardized, or in cases where the terms of the Warning or Exclusion Notice have been violated, Library staff may make a recommendation to the Library Director for an extended Exclusion. The Director shall review all reports and information and, based thereon, may determine that the customer shall be excluded for an additional period up to a maximum of 36 additional months. If further action is needed, the Director will consult with the City Attorney regarding restraining orders or other legal actions.
 - 1. Appeal rights: Appeals of extended Exclusions may be made to the City Manager or their designee, following the same procedures as for a standard Exclusion in section 2.4.B of this Policy.

Reasonable Modification

Library users who wish to request a reasonable modification of these Rules of Library Conduct because of a disability or other health problem may contact Library staff or may call the Library Director at (760) 435-5560.

These rules have been formulated with the assistance of the Office of the City Attorney.

2.5. Documents and Forms Used in Enforcement of Rules

2.5.A. Written Warning notice

[Sample notice appears on the following page. The structure and specific language of such notice is subject to change at any time, and this is solely an example.]

OCEANSIDE PUBLIC LIBRARY

Written Warning

The Oceanside Public Library Rules of Library Conduct provide that people may be excluded from Oceanside Public Library or have their Library privileges restricted or suspended for various types of illegal or disruptive behavior.

This Warning Notice is being issued to you for the following prohibited behavior:

BECAUSE OF YOUR PROHIBITED BEHAVIOR(S) REFERENCED ABOVE, YOU MUST NOW LEAVE THIS LIBRARY, AND MUST REMAIN AT LEAST 50 FEET AWAY FROM THE ENTRANCE OF ALL LIBRARY FACILITIES, VEHICLES, SITES, PROGRAMS AND EVENTS FOR THE REMAINDER OF THIS DAY.

BE ADVISED: Engaging in or exhibiting harassing or threatening behavior toward City of Oceanside employees, agents or any individual attempting to access Library facilities, events or activities, or otherwise violating the Library Rules of Conduct, the remainder of this day, when you are required to remain away from all Library facilities will result in an exclusion up to a maximum of 12 months.

Issued to _____

Issued by _____ for actions that took place at _____ on _____

Appeal Rights

You have the right to appeal this written notice by filing notice within five (5) calendar days of receipt of this notice. The Director's office may be reached by phone at (760) 435-5560, however a written notice of appeal must be mailed to:

City Library Director
330 N. Coast Hwy.
Oceanside, California 92054

It must include all of the following:

1. Your name;
2. Your address and a telephone number where you can be reached;
3. A concise statement as to why you believe the issuance of this warning notice was invalid or unjustified; and
4. A copy of this Notice.

A hearing will be held, at which you will have a reasonable opportunity to present evidence that this warning is invalid or unjustified. The decision of the City Library Director is the final decision of the City.

A copy of the Rules of Conduct and/or Appeal Rights is available on the Library website or upon request.

2.5.B. Exclusion notice

[Sample notice appears on the following page. The structure and specific language of such notice is subject to change at any time, and this is solely an example.]

OCEANSIDE PUBLIC LIBRARY

Exclusion Notice

This Notice is being issued, pursuant to Oceanside Public Rules of Library Conduct because:

- you received a Warning Notice concerning your illegal or disruptive behavior in the Library. You have again exhibited illegal or disruptive behavior within a ninety (90) day period of the issuance of the Warning Notice, and you are therefore subject to exclusion from the Library, or
- you have violated Rules 1 or 2 of the Rules of Conduct.

This Exclusion Notice is now issued to you for the following prohibited behavior listed in the Rules of Library Conduct:

You are hereby excluded from any Oceanside Public Library facility or any location where Library-sponsored programs or services are being provided and must remain at least 50 feet away from the entrance to all Library facilities, vehicles, sites, programs and events for a period of ____ days commencing on _____.

If you violate this exclusion, the Oceanside Police Department will be contacted and you may be subject to arrest and/or prosecution for Criminal Trespass (P.C. § 602.1).

BE ADVISED: Engaging in or exhibiting harassing or threatening behavior toward City of Oceanside employees, agents or any individual attempting to access Library facilities, events or activities, or otherwise violating the Library Rules of Conduct, during any period of exclusion will result in an extended exclusion up to a maximum of 36 months.

Issued to _____

Issued by ____ for actions that took place at _____ on _____

Appeal Rights

You have the right to appeal this written notice by filing notice within five (5) calendar days of receipt of this notice. The Director's office may be reached by phone at (760) 435-5560, however a written notice of appeal must be mailed to:

City Library Director
330 N. Coast Hwy.
Oceanside, California 92054

It must include all of the following:

1. Your name;
2. Your address and a telephone number where you can be reached;
3. A concise statement as to why you believe the issuance of this warning notice was invalid or unjustified; and
4. A copy of this Notice.

A hearing will be held; at which you will have a reasonable opportunity to present evidence that this warning is invalid or unjustified. The decision of the City Library Director is the final decision of the City.

A copy of the Rules of Conduct and/or Appeal Rights is available on the Library website or upon request

2.6. Children

A. Child Behavior – [Rules of Library Conduct – 2.2.4]

1. Parents/caregivers of children violating any of Policy 2.2—Rules of Library Conduct, (including loud or unreasonable noise, running, horseplay or harassing others) may be required by staff to remove their children from the Library.
2. Use of the Library may be denied for a day or longer for violating any of the Rules of Library Conduct on a regular basis.

B. Unattended Children – [Rules of Library Conduct – 2.2.11]

1. Library staff cannot and will not assume responsibility for supervising children. Merely because a facility, vehicle or site is public, that does not give a parent the “right” to leave children unattended.
2. Children under age 8 must have a parent/caregiver in the immediate vicinity of and in visual contact with the child [Rules of Library Conduct – 2.2.4].
3. Children ages 8-12 must have an accompanying adult aged 18+ remain in the Library.
4. Unattended children will be permitted to call home on a Library phone, with Library staff dialing the number for them.
5. Library staff cannot and will not attempt to contact parents of unattended children who do not know a phone number to call.
6. At closing time, Library staff may call the Oceanside Police Department to pick up unattended children before the Library staff leaves.
7. Two Library staff member will wait with an unattended child after the Library closes, until the Police arrive, with the understanding that the staff member are not assuming legal responsibility for the child.
8. If an unattended child is picked up before the Police arrive, the staff member will take the name of the child and the person picking up the child, both to inform the Police of the names and the situation, and for the purpose of delivering a documented warning about violating the Rules of Library Conduct.
9. Library staff cannot and will not transport unattended children to their homes or the Police station.
10. If the child is taken by the Police, the Police will handle follow-up with the parents. The staff member will not attempt to contact the child’s parents.

2.6. Children (continued)

C. Child abuse or neglect

1. If observed, Library staff should report suspected child abuse or neglect to Child Protective Services, and should inform the Library Director as soon as possible.
2. The reporting staff member should document the situation, date, time, action taken, and location; and include contact information for themselves. All staff should become aware of the procedures for calling Child Protective Services, which are listed at an identified location at each service point.
3. Staff members cannot be held liable for making a report, even if they are in error, nor for failure to make a report; at no time are staff responsible for identifying which children are in a given Library facility, vehicle or site.

2.7. Animals in the Library

[Rules of Library Conduct – 2.2.9]

A. Not Permitted/Exceptions

Animals are not permitted in the Library, with the following exceptions:

1. Animals directly involved in a Library staff-approved program or service.
2. Service animals

B. Identifying service animals

1. Service animals are dogs (or miniature horses) individually trained to do work for a person with a disability. The provision of emotional support, well-being, comfort, or companionship does not constitute “work” for the purposes of this definition.
2. Library staff may make inquiries consistent with state and federal regulations¹ to determine whether a dog qualifies as a service animal. These questions may be asked only when it is NOT readily apparent that a dog is trained to do work or perform tasks for a customer with a disability. If a dog were observed guiding a vision-impaired customer, or pulling a customer's wheelchair, for example, the aforementioned inquiries would be inappropriate.
3. A service animal “in training” may enter the Library if it is with the person who is training it (this can be either the disabled individual or a trainer), AND they are in the Library for purposes of training. Library staff may make additional inquiries, per regulations², regarding service animals in training, if:
 - a. The dog does NOT appear fully grown, *i.e.*, its age and appearance suggest it is still being trained; AND
 - b. The person with the dog is either NOT able to control it or is visibly too young to reasonably possess the knowledge and experience necessary to train a service animal.

C. Questions and answers

1. Staff may ask about any dog:
 - a. Is the dog required because of a disability?
 - b. What work or task has the dog been trained to perform?
2. Staff may ask about dogs in category B.3 above:
 - a. Is this dog currently undergoing training to be a service animal?
 - b. Are you the person who is training the dog?
 - c. For what purpose are you bringing the dog into the Library?
Note: If the customer indicates that they are visiting the Library for purely personal reasons unrelated to the training of the dog as a service animal, the dog can be refused entrance.

2.7. Animals in the Library (continued)

3. Customers who refuse to discuss their dog or answer the authorized questions will be required to leave the Library by staff and may lose Library privileges, per Rules of Library Conduct.

D. Service animal control/behavior

1. Dogs that are service animals or service animals in training are required to be on a harness, leash or tether unless the customer is unable to do so because of the referenced disability.
2. Dogs that have been admitted to the Library as service animals or service animals in training, but are not under control, not housebroken, or repeatedly barking will be excluded from the Library.

E. Enforcement

1. If only the customer's dog is excluded, the customer with a disability may continue to participate in the service, program, or activity without having the dog in the Library.
2. Customers requesting review by Library or City Administration of staff's determination regarding their dog's status as a service animal, or their dog being permitted in the Library, may leave contact information with staff for follow-up.

¹28 CFR 35.136(f)

²Miller v. Fortune Commercial Corp. (2017) 15 Cal.App.5th 216 [223 Cal.Rptr.3d 133]

2.8. Personal and Public Technology and Telecommunications **[Rules of Library Conduct – 2.2.20, 23 and related Rules]**

A. Introduction

1. This policy applies to all use of personal or public technology and telecommunications in the Library, including the Library’s power outlets, public computers, Wi-Fi networks, telephones, and other electronic communications resources.
2. These resources exist to support the Library’s mission and conduct the business of serving the community.
3. All customers are subject to this policy, Policy 2.2—Rules of Library Conduct, and all other Library policies, whenever they use personal or public technology in the Library, whether they acknowledge this in advance or not. Library technology procedures, as explained by staff, are valid extensions of this policy.
4. Failure to accept the responsibilities below, or uncooperative responses, after explanation of responsibilities or rules by staff, may lead to a customer’s removal from the Library for the day or further loss of privileges, as detailed in the Rules of Library Conduct.

B. Charging and/or abandoning devices

According to the Rules of Library Conduct, personal property—including cell phones, smart phones, laptops, tablets, or any other devices—may not be plugged into any outlet with Library equipment already plugged in, nor should any Library equipment be unplugged to plug in a personal device. Equipment plugged in and left unattended, or simply left unattended, will be considered lost; it will be collected, placed in lost and found, and discarded or turned over to the Oceanside Police Department after 10 days. [2.2.14].

C. Computer and Wi-Fi use

1. Open electronic communication access is a privilege. Library customers must behave responsibly, and respect the rights of others; treat equipment, hardware and all physical resources with respect; and obey applicable laws, regulations, and contractual obligations, including copyright licensing. Library computer policies must be followed. Customers found to be using Library computers to view materials inappropriate for areas shared with children, including pornography or obscenity, or material that violates City policies, will have their computer sessions terminated.

2.8. Personal and Public Technology and Telecommunications (continued)

[Rules of Library Conduct – 2.2.20, 23 and related Rules]

2. If a customer is using technology in a quiet zone—such as a main computer area or the Civic Center Library study carrels—they must be quiet.
3. Computers and related resources are shared; customers may have to sign up, electronically or as advised by staff, for a turn; time usage will be limited; printing and other functions may be available according to Library procedures.
4. The Library strives to accommodate people with disabilities; certain computers are reserved. Some assistive technology may be in place for disabled individuals. For this purpose, customers who do not have a disability may be moved off these stations by staff, with little warning.
5. The Library may offer free wireless access to the Internet (Wi-Fi) at any of its facilities. Customers will use their own Wi-Fi-enabled devices. No Library card, password or any other information or privilege is required for access. The Library's Wi-Fi is open to anyone as long as they abide by Policy 2.2 – Rules of Library Conduct and this policy.
6. The Library has a technology protection measure—a filter or blocker—in place on its computers and Wi-Fi. The Library is required by law to attempt to block obscenity and material that may be harmful to minors. The Library also attempts to block what may be threats to City equipment, including viruses or malware. Objectionable material and technology threats can still get through; customers use Library resources at their own risk.
7. Parents/Guardians are responsible for their children; the Library cannot monitor children's activities online. Parents/Guardians are responsible for teaching their children about online safety.
8. The Library does not regularly inspect internet activity, although it reserves the right to do so. The Library may also monitor electronic traffic patterns, and make changes based on inspection or monitoring without notice, to provide better service.
9. The Library will try to help customers with their technology problems. Due to limits on time and technical knowledge, staff may – at their sole discretion – move on to the next customer without completely resolving the first customer's issues. The Library is not responsible for any damage to customers' personal equipment; or damage, loss or disclosure of customers' data; either related to the Library's technology environment or to following any suggestions made by staff.

2.8. Personal and Public Technology and Telecommunications (continued) **[Rules of Library Conduct – 2.2.20, 23 and related Rules]**

10. Customers should take appropriate precautions when using personal or public technology at the Library, including providing security on their own equipment.

D. Cell Phones

1. The use of cell phones is permitted in the Library as long as Rules of Library Conduct are followed.

E. Public Phone Usage

Staff will use Library phones for or with customers under the following circumstances:

1. Calling 911: At anytime, anywhere (including READS and Mobile Libraries), staff will be ready to call 911 for an emergency on behalf of a customer, for their health or safety; and 4911 for a non-emergency that needs a Police officer or other first responder, but does not involve an immediate threat. Staff will dial these calls, not the customer.
2. Children and teens needing a ride: a lead worker will make the call for rides for children or teens; after dialing, the child/teen may be put on the phone.
3. Calling a taxi: Civic Center first floor and Mission Branch lobby Customer Service/Checkout desk staff will call a taxi for an adult customer if needed.
4. Other usage of a Library phone may be made available, under specific procedures, as staff at a specific site may explain. Such usage is subject to customer cooperation with staff, and is subject to change or revocation at any time.

2.8. Personal and Public Technology and Telecommunications (continued) **[Rules of Library Conduct – 2.2.20, 23 and related Rules]**

F. 3D Printer use.

1. Use of the publicly available 3D printer is by reservation only.
2. An adult parent/guardian must give verbal authorization for children age 8-12 to use the 3D printer by themselves; children under age 8 in the Library must be accompanied by an adult at all times.
3. Prior to using the 3D printer, interested customers must complete “Fundamentals of 3D Printing,” a free, one-hour course offered at the Library. Upon completion, customers will be able to reserve and log onto the 3D printing station.
4. Reservations may be made online.
 1. Customers may make one future reservation at a time, up to one month in advance.
 2. Reservations may be made for any time during the Library’s open hours.
 3. Reservations may be of any length, but please allow an extra half hour for filament changes, cool down, and part removal.
 4. Print jobs must be completed within the time reserved by the customer.
 5. Library staff may stop print jobs exceeding the allocated time.
5. The Library has a variety of filament colors available.
 - a. Customers may pick their filament from the colors available.
 - b. Customers who wish to use their own filament must coordinate this with Library staff prior to booking.
6. Customers may not print items that are prohibited by law or inappropriate for areas shared with children.
7. Failure to comply with these policies will result in loss of access to the 3D printer, or further loss of privileges, as detailed in the Rules of Library Conduct.

3. Mobile Libraries

3.1. Guidelines

- A. The Mobile Libraries of the Oceanside Public Library are vehicles, also referred to as bookmobiles, which deliver Library services and materials to Oceanside residents in neighborhoods that are geographically distant from Library facilities or otherwise have limited access to Library services.
- B. All sites must provide safe access to customers on foot or by car. Adequate parking spaces for customers should be available, unless stop is determined to serve foot traffic primarily.
- C. Stops must be able to accommodate a vehicle of either 32 or 40 feet in length and 7.5 feet in width; and have a surface that is sufficiently flat and level, as determined by staff inspection or vehicle visit; with ease of entry, exit and turning from the street or the parking lot.
- D. Stops that remain open until 5 pm or later must be well lit during winter evenings.
- E. Nearby restrooms for public and staff are necessary.
- F. The Library has a comprehensive Customer Conduct Policy in place to provide a safe and welcoming environment. The Mobile Libraries adhere to the same standard of conduct as all other Library facilities.

3.2. Mobile Library special visit request

At least two weeks prior to the event, contact the Community Outreach Coordinator via the Outreach Form on the Library's website or through the Library Administration at (760) 435-5560. The Library does not attend private events, and takes requests on a first-come, first-served basis. Only events that support the Library's Mission to engage, inform, connect and inspire will be considered.

3.3. New Mobile Library stop request

- A. The current Mobile Library stops will be reviewed and evaluated once per year to determine if more, less, or different stops best meet the needs of the community.
- B. Members of the community may make suggestions for new stops by contacting the Community Outreach Coordinator via Library Administration at (760) 435-5560. If a stop is selected, persons making requests should anticipate at least three months of preparation time before service may begin, which includes Library Board of Trustees approval.

4. Community & Other Rooms

For details on how Library Rooms are managed, and what is available in them, please see the *Operating Procedures & Details* document. All Room procedures and Library Rules are enforceable by Library staff, under Rules of Conduct 2.2.2 and 2.2.25.

4.1. Community Rooms (Civic Center & Mission Branch Libraries, & John Landes Community Center)

The Community Rooms at the Civic Center and Mission Branch Libraries, and John Landes Community Center are reservable by City staff and the public, according to guidelines, and by advance reservation only. Public use is fee-based and may be reserved through Library staff at the Civic Center and Mission Branch Libraries, and Library or City staff at the John Landes Community Center.

- A. Community Rooms managed for the City of Oceanside by the Library Department are open for use by groups, organizations and businesses engaged in educational, cultural, intellectual, civic or charitable activities; and will be available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use. Private parties not open to the public (e.g. wedding rehearsals or birthday celebrations) are not permitted.
- B. Use of the Community Rooms does not constitute Library or other City department endorsement of the program. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The Library is not a source of information concerning the event and no advertisement or announcement implying such will be permitted. The location of the Community Room may be publicized, but no City telephone number may be used in any publicity material. The name, address, or contact information of any City department may not be used as the official address or contact of any group using the Community Rooms.
- C. The Civic Center Library Community Room may not be used by any outside organization more than once per quarter (3 months) and the Mission Branch Library and John Landes Community Rooms may not be used more than once per month.
- D. Applications for use of the Community Rooms must be approved before use is authorized, and must be submitted at least 14 days prior to the date of the event; times requested must include user's access and clean-up times. Hourly fees and a non-refundable cleaning fee may be charged and are due at the time of application approval.
- E. Applications will be accepted on a first-come, first-served basis and the City retains priority for use of the rooms. Priority will also be given to organizations and groups headquartered in Oceanside, or whose membership is composed of Oceanside residents. In the event that the Library finds it necessary to cancel a scheduled meeting, every reasonable effort will be made to notify the applicant at least 72 hours in advance and/or reschedule for another time or location. The City may deny or cancel any application for due cause, and reserves the right to suspend usage by any group that does not abide by the stated policies.

- F. If an applicant fails to notify the Library of cancellation 72 hours prior to the scheduled event, all fees will be forfeited.
- G. The individual signing the application form must be at least 21 years of age; adult supervision is required for any group of minors. Applicant is responsible for managing orderly behavior of all attendees. Misconduct by participants or misrepresentation on the application may result in rejection of an organization's future applications. In any case of severe misconduct, City staff may immediately terminate the event and clear the premises.
- H. The applicant and their organization will be held responsible and assume liability for all fees and any damages beyond reasonable wear that may occur to the facility or equipment.
- I. The number of attendees at a Community Room event shall not exceed the room capacity posted by the Fire Marshal.
- J. There is no smoking in, or within 20 feet of the entrance or exit of any Community Room at any time. Alcoholic beverages may be served in the Civic Center Library Community Room only, provided the organization complies with all Alcoholic Beverage Control Board regulations.
- K. The hosting organization may invite attendees to make voluntary, charitable monetary contributions. However, the meeting must be open to the public, and individuals wishing to attend must be admitted, even if a contribution is not made. Organizations will be permitted to make sales as long as they are confined to the Community Rooms and other facility customers are not solicited. Groups selling alcohol at the Civic Center Library Community Room must comply with ABC regulations and licensing requirements.
- L. The applicant agrees to hold the City of Oceanside, and the Library Board of Trustees—including each and all of their respective officers, agents, or employees—at all times free and harmless from any and all claims, demands, or judgments that may arise out of, and in connection with, or be the result of, any injury, death or property damage sustained or suffered by any person while attending an event in an Oceanside Public Library Community Room; or while on the premises of said building and grounds; unless due solely to the negligent acts or omissions of the City of Oceanside, the Library Board of Trustees, or their officers, agents or employees.

4.2. Study Rooms (Civic Center, Mission Branch & John Landes Community Center Libraries)

The Study Rooms at Civic Center, Mission Branch & John Landes Community Center Libraries are open to individuals and small groups who need a place to work or study, or for Library programs.

- A. All Study Rooms are offered for walk-in use by the public and Library staff. Use is free.
- B. Study Rooms are reservable by the public. Library staff will manage and explain reservation procedures to the public.
- C. Oceanside READS tutors have special procedures and privileges and may make reservations by as needed through staff.
- D. Study Room use at all Libraries is limited to two hours at a time per user by default.
- E. Users may make one study room reservation at a time.
- F. All users at all Libraries must check in and out of the Study Rooms at the Reference desks.
- G. A study room reservation may be canceled by staff if the user who reserved the room does not check in within the first fifteen minutes of the reservation.
- H. In response to conduct issues all usage is subject to staff judgement.
- I. Other details of Study Room management may be unique to each facility, and will be explained and enforced by Library staff.

4.3. Other Rooms at Civic Center Library

A. Foundation Room

The Civic Center Library Foundation Room (“the Foundation Room”) on the second floor of Civic Center Library, is named after its benefactor, the Oceanside Public Library Foundation.

The Foundation Room is not available to other City departments or for non-Library public events, except as specified by the Director or their designee. It is used for: Library public classes, programs and events, as well as for staff functions such as department team meetings, training and projects.

B. Helen M. Nelson Heritage Room

The Helen M. Nelson Heritage Room (“the Heritage Room”) of the Oceanside Public Library, on the second floor of Civic Center Library, is for community education and enrichment through programs and services conducted by the Library, and individual research following Library guidelines, as well as preservation of materials. It includes unique, historic, rare and delicate books, artifacts, photographs, furnishings, files, and the like. The collection emphasis is local history, including Southern California and Oceanside, but special materials from many subject areas are also part of the collection. The Library requires the public’s assistance in protecting and preserving these items, many irreplaceable.

1. The Heritage Room may be used, as directed by staff, for individual or group access related to the collections, Library educational/cultural activities, reference services, and special Library purposes.
2. The Heritage Room may not be used as a public study, meeting or multipurpose room, nor may it be booked for use by other City departments.
3. The Heritage Room is to be kept closed and locked at all times staff/volunteers are not present.

C. Oceanside Public Library Board of Trustees Room

The Oceanside Public Library Board of Trustees Room (“the Board Room”) is at Civic Center Library, on the second floor, in Administration.

1. The Board Room is reservable by City and Library staff, according to City meeting room guidelines. The Room is not available for use by the public as a public study, meeting or multipurpose room, and is not preferred for Library-operated public programs due to its office area location.
2. The Board Room may be used by City and Library staff and volunteers for meetings, training and projects.
3. Library Administration staff will make reservations for the Board Room, as requested by Library or City staff in person, by phone or email, or through Outlook meeting request.

5. Operations

5.1. Public Announcements (PA)

- A. Library staff will make announcements over the Library Public Address system as needed for emergencies or other information, in accordance with the list of appropriate PA announcements posted near the PA system at Civic Center Library or at Mission Branch Reference Desks (where the phone is used to access the PA system).
- B. Library customers may be paged via the PA system when significantly necessary, with the approval of a supervisor.

5.2. Emergencies

- A. For any emergency, Library staff will refer to the Library Emergency Action Plan. The plan will be reviewed and updated annually, and forwarded to the City's Risk Management Department to ensure the Library is in compliance.
- B. There are Plans for the following locations. All plans are accessible on the Library network drive.
 - 1. Civic Center Library (copies at Adult, Circulation and Youth service points)
 - 2. Mission Branch Library (copies at Circulation and Branch Manager's office)
 - 3. Mobile Libraries (copies by drivers)
 - 4. Oceanside READS Learning Center (copy in office)
- C. All Staff in an outreach or other location, may receive them from whichever location they are able to contact.
- D. All Emergency Action Plans include:
 - 1. Emergency notifications list for all locations
 - 2. Closure authorization for Civic Center or Mission Branch
 - 3. General information for all locations
 - a. Emergencies
 - b. Cardiac emergencies/first aid
 - c. Bomb threats
 - 4. General information for Civic Center, Mission Branch and READS
 - a. Fire alarms
 - b. Evacuation guidelines
 - 5. Site Information
 - a. Evacuation procedures and maps
 - b. Building issue, missing child [Code Adam], and security procedures
 - c. Active shooter evacuation
- E. All general and site emergency information should be reviewed with site staff annually,
- F. There will be annual staff practice drills on fire alarms, evacuation and missing child (Code Adam) procedures.

5.2. Emergencies (continued)

G. Emergency Notification List

1. An updated Emergency Notification List is kept in each copy of the Emergency Action Plan and saved on the network drive. The first number listed to call is always 911.
2. If the emergency occurs when the Library Director or the Library Division Managers are not in Administration, staff on duty must use the list to reach the Library Director or, next, a Library Division Manager, or next, a Principal Librarian, as soon as it is safe to do so.

H. Library Closure Authorization

1. LIBRARY DIRECTOR

For emergencies or situations that require authorization to close the Civic Center or Mission Branch Libraries, the Library Director should be the first person contacted, and should be the one to decide when to make the call to the following persons, who each also have the statutory authority to make closure decisions:

- a. Assistant City Manager, or, next, City Manager
- b. Library Board of Trustees President

2. In the event the Director cannot be reached, the Emergency Notification list would be used, as above, and a Library Division Manager or a Principal Librarian would make the City Manager and Board President calls.

I. Cardiac Emergencies and First Aid

The Emergency Action Plan notes that Automatic External Defibrillators (AEDs) are available for anyone to use voluntarily, staff or public, in a cardiac arrest emergency. Otherwise, the plan notes all first aid and emergency treatment may be deferred to first responders via calling 911, and staff are not to supply medications or medical supplies to the public.

5.3. Confidentiality

A. Notice and Openness

1. This policy explains Library customers' privacy and confidentiality rights, how the Library deals with personally identifiable information that may be collected from its customers, and the circumstances in which it may be shared.
2. The Library affirms that its customers have the right of "notice"—to be informed about the policies governing the amount and retention of personally identifiable information, and about why that information is necessary for the provision of Library services.
3. Information the Library may gather and retain about current and valid Library customers includes:
 - a. Customer Registration Information
 - b. Circulation Information
 - c. Electronic Access Information
 - d. Information Required to Provide Library Services

B. Choice and Consent

1. If a customer wishes to obtain borrowing privileges, the Library must receive certain information about the customer in order to provide them with a Library account. Such information includes name, address, birth date, and phone number.
2. Customers have the option of providing the Library with their e-mail address for specifically stated purposes, such as updates about Library events or notifying them about their Library account. A customer may request that the Library remove their e-mail address from their record or from the Library's mailing lists at any time.

C. Release of Information

1. The Library does not sell or lease customers' personal information to companies, other government agencies, or individuals.
2. Supplemental Library resources provided by third parties may request personal information from a customer as a prerequisite to providing service. In order to access these resources, each company will have their own privacy policy and terms of service to which the customer needs to explicitly agree. Examples of such services would include checking out digital materials, accessing databases, or signing up for Library-related mailing lists.
3. Contact information for these companies and links to the relevant privacy policies are provided on the Library's website.

D. Enforcement and Redress

1. Only the Library Director is authorized to receive or comply with requests from law enforcement officers; the Library confers with City legal counsel before determining

5.3. Confidentiality (continued)

the proper response. The Library will not make Library customer records available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form.

2. The Library has trained all staff and volunteers to refer any law enforcement inquiries to Library administrators. Library customers who have questions, concerns, or complaints about the Library's handling of their privacy and confidentiality rights should file written comments with the Library Director.

5.4. Cash Handling

A. Purpose

The purpose of this policy is to ensure the safe, accurate and timely handling of City cash in accordance with City Council Policy 200-10, Revenue Control and Management Policy; City Council Policy 200-12, Internal Control Policy; Revenue Control and Management, Administrative Directive 49; Internal Control Policy, Administrative Directive 50; and Imprest Accounts – Petty Cash and Cash Register Change Accounts, Administrative Directive 33. Oceanside Public Library Cash Handling Policy 5.4 ensures the Library's cash-handling practices are in compliance with Citywide policy.

B. Policy

The City of Oceanside's central cashiering function is performed by the Financial Services Department. Other departmental divisions receive money for services and charges, and authorized employees share the stewardship of financial assets for the City of Oceanside across departmental divisions.

C. Cash Definition

Cash is any form of money, including currency, coin, checks, credit and debit card transactions, other electronic payment media, and any other negotiable instrument payable to the City.

D. General Cash Controls

1. The number of employees with access to cash funds shall be limited to the minimum necessary to perform operations.
2. Physical protection of funds through the use of bank facilities and locked cash boxes, safes or drawers shall be practiced at all times.
3. Cash on the premises will be held to an absolute minimum to ensure safety and maximize return on investments.
4. Any City employee handling cash shall be trained on the policies, directives, and procedures, and sign the form attached to their copies of the above, which will be placed in their Library personnel file.
5. Cash should not be left unattended at any time unless it is securely locked in a cash drawer or in a safe.
6. The Library Director, or designee, shall identify employees who are authorized to function as a Balancer or Verifier. Dual custody by two of those identified employees is required at all times for any movement of cash between locations or during reconciliations.

5.4. Cash Handling (continued)

E. Operating Guidelines and Responsibilities

1. Staff is prohibited from making change from a cash handling system.
2. Opening the cash handling system is restricted to the following circumstances:
 - a. Troubleshooting an issue.
 - b. Correcting the amount of change distributed to a customer.
3. Dual custody is required anytime the cash handling system is opened.
4. Cashing checks is prohibited pursuant to City Administrative Directive 49, Section II (D) 14.
5. Two-party checks (checks made payable to another party and endorsed to the City) cannot be accepted.
6. No checks drawn on foreign currency can be accepted.
7. On company checks, staff will review the necessity of multiple signatures or if the check states “not valid over \$____.”
8. On money orders, staff will check for the words “not to exceed \$____.”
9. Traveler’s checks or cashier checks will be handled like other checks.
10. Staff will not accept postdated or “stale” dated (over six months old) checks.
11. Staff will verify that a check is made out to the Oceanside Public Library, the written amount matches the numeric amount, and the check is signed.

5.5. Donations to the Library

A. General

1. The Library Board of Trustees may receive and use donations for the benefit of the Library under the operational discretion of the Library
2. Donations are accepted with the understanding that the Library may make whatever disposition is determined advisable by the Library Director or by Library staff responsible for sorting such donations.

B. Donations of Books and Other Library Materials

1. Donations to the Library may be dropped off at the Customer Service Desks of the Civic Center and Mission Branch Libraries. Boxes of materials may be dropped off at the loading dock of the Civic Center Library on Civic Center Drive.
2. Donors should be informed that book donations are evaluated for date, condition, format and need. Donations that are not added to the collection will be given to the Friends of the Oceanside Public Library for sale, to benefit the Library.
3. The Library does not assign monetary value to donations. Any estimate for tax or other purposes must be made by the donor.
4. The Library will acknowledge receipt of the donations, should the donor wish. A "Donation Form" should be filled out by staff at the time of the donation. Blank forms are kept at each of the locations where donations are accepted.

C. Donations of Money

1. Donations of money are welcome and general inquires may be referred to the Library Administration Office. Donations to the Friends of the Oceanside Public Library and the Oceanside Public Library Foundation are tax deductible. Online donations may be made on the website of the Friends and Foundation. Checks may be made payable to "Oceanside Public Library," to "Friends of the Oceanside Public Library," or to "Oceanside Public Library Foundation," whichever the donor would prefer. In order to ensure the donors are acknowledged properly and that the donors' wishes are met, these donations should be coordinated through the Library Administration Office. Any money collected at the Customer Service Desks is to be forwarded immediately to the Library Administration Office.
2. The Library Administration Office will accept donations in support of Arts and Culture in Oceanside. The Library Administration Office will also ensure that donors are acknowledged properly and that the donors' wishes are met. Checks may be made payable to the City of Oceanside. All other art related donations should be referred to the Arts Commission Staff Liaison.

5.5. Donations to the Library (continued)

D. Memorial Donations

1. Donations may be made in honor or memory of a person, organization, pet or special occasion. These gifts are coordinated through the Library Administration Office using the "Oceanside Public Library Gift Book Program form."
2. For each monetary gift received, Oceanside Public Library staff will purchase books from suggested subject areas. An acknowledgement letter will be sent to those specified, and bookplates will be placed inside each book indicating that it is a gift in Memory, or in Honor, of the designated person or organization.
3. Other arrangements for acknowledgement may be made, such as a donation in support of access to an e-book or other electronic resource.

E. Donations of Non-Book Items

1. Individuals who wish to donate non-book items (such as paintings, artifacts, photographs, etc.) should be referred to Library Administration. The Library may accept items of local historical interest. Some items may be accepted and given to the Friends of the Library for fund-raising.
2. Donations will only be accepted if there is no stipulation regarding the use or retention of the donations.
3. The Library is unable to accept donations of used electronic items, such as computers, peripherals, parts, or equipment.

5.6. Public Photography and Filming

- A. The following text will be displayed to the public when photography and recordings are particularly likely to be used in publicity and outreach:
1. The Library reserves the right to document its services and the public's use of the Library. Official representatives of the Library may take photographs, videorecordings, or use other recording devices within the Library, and at Library-related events and activities, for Library purposes. These photos and videos may be copied, displayed, published (including on the Library's website), and telecast for such purposes as promotion, publicity, and news, to inform the public about the Library. All such photography/filming will be in accordance with Library procedures. This policy extends to photographs and videorecordings by Library staff at Friends of the Oceanside Public Library events, and at Library booths and programs at public events in the community.
 2. By being present during these activities, you consent to use of your appearance or likeness by the Library, and its licensees, designees, or assignees, in all media, worldwide, in perpetuity.

5.7. Community Information

- A. Items posted on the bulletin board/posting space or placed on the community information shelves at Civic Center and Mission Branch Libraries provide information about local events, cultural and recreational activities, educational and employment information, and health and welfare assistance.
- B. The Library will post/place materials for its own events and programs, and those sponsored by the City, community colleges, schools, and non-profit organizations.
- C. Only events and activities open to the public will be posted/placed.
- D. Advertisements of business or individual profit-making enterprises, partisan political ads or flyers, and religious materials will not be posted/placed.
- E. The Library reserves the right to evaluate items and determine whether or not to post/place them. In the case of questionable items, the decision of the Library Director (or designee) will be final.

5.8. **Books@Home: A Home Delivery Service**

- A. Books @Home is a special feature of the Library Home Delivery service for Oceanside residents who are unable to come to the Library, and have further need for assistance with their item selections and checkouts. Library staff or volunteers may select and check out materials for delivery to the Books@Home customer.
- B. Library staff members or volunteers may coordinate the Books@Home program and are responsible for organizing and training the staff or volunteers involved in selection and other areas as needed.
- C. The Books@Home customer checkout period for books, books on CD, magazines and music CDs is 6 weeks. See Policy 7.8-7.10 regarding overdue and lost items.
- D. All Library electronic resources, such as e-books, are available to Books@Home customers, provided they have their own devices or equipment to access them. Staff or volunteers can assist and advise customers in starting with and use of these resources in person on a home visit, or by phone, e-mail, etc.
- E. Staff or volunteers may suggest Books@Home customers contact other libraries or agencies who may have resources or services better suited to that particular customer's needs, such as the Braille Institute, and assist the customer in contacting or working with the agency, in the specific area of receiving library services.

6. Staff

6.1. Introduction

1. Please note: in the following policy, “Staff” and “Library Staff” are to be understood to include not only staff, but also all volunteers and workers of any kind, including temporary workers workforce training or internship programs, or hired through an employment agency.
2. Library staff is required to adhere to all City rules, guidelines and policies as part of their employment with the City of Oceanside. The staff policies in this manual address the most common questions and policies of the City and the Library. Library staff is encouraged to review regularly any and all Administrative Directives and Association MOUs, and let supervisors and Library Administration know if questions arise concerning the application of policy or procedure.

6.2. Computer Use

Library staff is expected to comply with the rules and guidelines of computer conduct outlined in the City of Oceanside’s Administrative Directive (AD-56, 1/20/2020) detailing computer usage. Such rules include:

A. Policies

1. All electronic systems, hardware, software, temporary or permanent files, electronic mail and electronic documents, and any related systems or devices are the property of City of Oceanside.
2. The City computer use policy applies to any person employed by, or volunteering service to, the City of Oceanside or specifically authorized by a Director or the City Manager.
3. The City’s computer network system is to be used solely for conducting City business.
4. Log-on IDs and passwords must be kept confidential.

B. Guidelines

1. Staff should only access the computer network system under their own unique log-on ID and password.
2. There is no expectation of privacy. What staff view on the Internet or send via e-mail may be subject to review. “All documents, email, voicemail and other data created or stored on any City computer could be considered public information and may be disclosed upon request.” (AD-56, Section V)
3. Internet access is provided to employees upon Director’s approval. Use of the internet is a privilege, not a right; it may be rescinded at any time.
4. Internet access must be limited to City business activities.
5. The City reserves the right to filter, log, and/or monitor Internet usage by employees.

C. Enforcement

1. Policy violations will be subject to disciplinary action, up to and including termination.

6.3. Dress Code

All Library staff shall maintain a professional appearance through attire reflecting the specific requirements of their job duties.

- A. Staff shall dress in clean clothing, free of tears.
- B. Staff shall maintain an inoffensive level of personal hygiene.
- C. Staff shall wear all required safety and personal protective equipment in accordance with established department guidelines.
- D. Professional and para-professional staff may not wear shorts, tank or midriff tops, yoga or skintight leggings or pants, sweats or jogging outfits, see-through clothing, or flip-flops or thongs.
- E. Library Aides shall wear shirts and pants or approved shorts, as well as sturdy, enclosed shoes for safety reasons. Staff should not wear sports jerseys. Staff should not wear T-shirts other than those issued by the department to promote Library activities.
- F. Staff may not wear any article of clothing which bears a sexually suggestive or profane symbol or word; or any statement, symbol or picture which could be offensive or discriminatory, and violate the City's Harassment, Discrimination, Retaliation Prevention Policy (AD-43, 1/10/14).
- G. Staff shall wear their nametags or badge while working at public desks or public areas.

Reference:

Memorandum of Understanding between the City of Oceanside and the Management Employees of the City of Oceanside (MECO) dated March 24, 2021 and Oceanside City Employees Association (OCEA) dated June 19, 2019.

6.4. Personal Communication Devices

A. Use

Personal communication devices, providing access to various media while at work, are owned by virtually all employees. These devices can become counter-productive to the creation and maintenance of an efficient, professional work environment.

B. Policies

The following policies shall apply:

1. Use of personal communication devices (phones, smart phones, computers, etc.) for personal purposes during work hours should only occur in urgent situations, and never while on a public desk. While working, employees should refrain from making phone calls, sending text messages, or otherwise using smart phones, personal computers, etc., for non-work purposes.
2. Staff use of devices or phones that play music is allowed while working at a personal desk or workstation, as long as there is no disruption in the workplace. Due to the impact to the City's IT network, continuously streaming music and other media through a City computer or similar equipment, or over Library-provided Wi-Fi, is prohibited.
3. The use of headsets, ear buds and other listening devices for non-work purposes is only allowed providing staff can still respond to co-worker and customer needs.
4. Playing downloaded or streaming games or videos, or viewing any other images, on a personal communications device for non-work purposes is prohibited while working.
5. The use of personal communication devices may occur during scheduled breaks and lunch hours. In these instances, in order to minimize disruption in the work area and to support a professional work environment, staff should step away from their office, workstation, or work area, or into a break room.

C. Enforcement

Policy violations will be subject to disciplinary action, up to and including termination.

6.5. Political Activities

- A. Political activity by employees while on duty is a violation of California Government Code Section 3207a and Oceanside City Code Section 23.4. All City employees should avoid political activities within the workplace; this includes usage of City equipment and/or facilities for political events or purposes.
- B. The matter is of extreme importance, given the State and City prohibitions in this area. Violations of these prohibitions cannot and will not be tolerated, and could result in prompt disciplinary action.
- C. The relevant section of Oceanside’s City Code (7/25/90) reads as follows:

City Code Section 23.4: Political Activity by Employees; Prohibitions; Penalties.

(a) Except as otherwise provided by law, no officer or employee of the city shall engage in any of the following political activities:

(1) Knowingly solicit political funds or contributions, directly or indirectly, from other officers or employees of the city or from persons on the employment lists of the city;

(2) Participate in political activities of any kind while in uniform; or

(3) Engage in political activity during working hours;

(b) Any knowing or willful violation of the provisions of subsection (a) above, or violation through culpable negligence, shall be sufficient grounds to authorize the discipline or discharge of any officer or employee.

(Ord. No. 90-28, Section 1, 7-25-90)

State law reference – Government Code Sections 3201-3208 and 3302.

References: City Attorney, memorandum dated April 28, 2005

6.6. Using Leave Time

A. Sick Leave

1. Sick leave is to be used:
 - a. When staff are sick, contagious, or injured, and unable to work.
 - b. For scheduled doctor or dentist appointments – with the exception of an emergency, staff should give two weeks' notice when scheduling appointments.
 - c. To care for an immediate family member; but this cannot exceed forty hours for full-time employees or twelve hours for part-time or hourly employees in a calendar year.
2. Staff who call in sick when they are ill, contagious, or injured:
 - a. Must use all available sick leave first, to cover their absence.
 - b. Benefited staff who do not have enough sick leave to cover their entire sick day, may, with Library Director approval, use floating holiday or vacation time to stay in a paid status. If all leave is exhausted, these staff will be in a Leave Without Pay status.
 - c. After two days out sick, a doctor's note may be needed to show a staff member is ready to return to work.
 - d. In cases of a public health emergenc, should ask Human Resources staff any questions about special provisions for sick leave.

B. Vacation Leave and Floating Holidays

1. Scheduling time off: The Library Administration Office maintains a leave calendar of approved time off. All staff (full-time, part-time, and hourly extra help) are urged to check the leave calendar before requesting time off to see if anyone else has already scheduled time off for the same time period. Staff are to remember that, all public service points must be staffed.
2. Staff are never to make firm arrangements for time off or make transportation reservations until they (1) check the leave calendar, and (2) confer with their supervisor. It may be necessary for a supervisor to turn down a time-off request; the Library must be staffed for the hours it is open to the public.
 - a. Staff must complete and sign a written request to schedule time off, and turn it in to their supervisor a minimum of two weeks in advance. Staff must be sure to include any weekend days that would be needed off in conjunction with the time off requested.
 - b. Benefited staff should plan to use their floating holiday hours throughout the year, and preferably in advance of June 1, as the Library cannot guarantee that a request for time off in June can be accommodated.
3. Supervisors will approve staff leave requests by signing or initialing them, and will then forward them to the Library Director for final approval. At that time, they will be entered into the leave calendar.

6.6 Using Leave Time (continued)

4. Once a staff request has been approved by both their supervisor and the Director, the requesting staff will get a copy of the time-off request for their records.
5. At each point, the request may be refused depending upon the needs of the Library.

6.7. Social Media

A. Introduction

1. As social media is a primary mode of communication and information seeking, organizations such as public libraries contribute to the social media sphere. The Oceanside Public Library has established this policy to guide its online actions.
2. This policy governs the publication of and commentary on social media by employees of the Library. For the purposes of this policy, social media means any facility for online publication and commentary, including but not limited to blogs, wikis, and social networking sites such as Facebook, Instagram, LinkedIn, Twitter, TikTok, Flickr, or YouTube. This policy is in addition to and complements the City of Oceanside's Admin. Directives governing computer use (AD-56, 1/20/2020) and the use of social media (AD-58, 10/7/2020).

B. Policies

1. Publication and commentary on social media carry the same obligations as any other kind of publication and/or commentary. The Library's high standards for communicative ethics and customer service apply regardless of the medium involved.
2. Before engaging in work-related social media use, employees must obtain the permission of the Library Director or their designee. At that time, social media identities, logon IDs and user names associated with the Library's identity will be issued or recorded.
3. Library employees are free to publish or comment via social media in accordance with this policy, and in keeping with procedures outlined in the Social Media handbook, but must remember that they are the voice of the Library when doing so.

C. Guidelines

1. If staff makes an error, they should acknowledge the mistake and correct it quickly. If staff chooses to modify an earlier post, they are to make it clear that they have done so.
2. If a person accuses staff of posting something improper (such as that person's copyrighted materials or a defamatory comment about that person), the staff member is to contact the Library Director immediately.
3. If an argument or conflict arises, staff are to do exactly what they would do when communicating via another medium – contact their supervisor.
4. The posting of events should be coordinated with the Community Outreach Coordinator, as the lead of the Social Media Committee.
5. Regarding photographs of recognizable individuals, see Policy 5.6, Public Photography and Filming.
6. Work-related social media activities must not interfere with a staff member's scheduled job duties or commitment to customers.

6.7. Social Media (continued)

D. Enforcement

1. Policy violations will be subject to disciplinary action, up to and including termination.

6.8. Vehicles

A. Staff Only

1. Only Library staff may be on board any Library vehicle when it is in motion. Liability issues make it impossible for anyone else – volunteers, a staff member’s family (adult or juvenile), or any other persons – to be in any of the vehicles unless the vehicle is fully parked and stationary.
2. The one and only exception to this is, if any customer is on one of the Library’s two Mobile Libraries when a dangerous situation develops outside, requiring the Mobile Library to be moved for the safety of everyone on board. In this situation, all on board (except the driver) must be fully seated on the floor of the Mobile Library, and braced against the sides; extreme care will be taken to drive slowly, only as far as necessary to remove the Mobile Library from the immediate danger. The Police should be summoned if help is needed to evacuate the Mobile Library safely.

B. Driving Requirements

Library staff may only drive a City-owned vehicle, or drive a personal vehicle while on duty, if they have:

1. A valid California Driver’s License, and
2. Completed the Defensive Driving online training provided through the City; a refresher of this training is required every three years.

C. Reporting Accidents

1. Staff will report all accidents, regardless of how minor they may be (AD-06, 8/6/2019). City and U.S. Department of Transportation (D.O.T.) policies require that all accidents be reported and documented.
2. Staff will notify the Library Director or a Library Division Manager immediately, to ensure that the reporting and documentation process is completed correctly.

6.9. Visitors

The legal liability of the Library and the City requires that Library staff abide by many of the policies which also apply to customers.

A. When the Library is closed to the Public

Staff family members (adults or juvenile) or non-Library-business visitors are not permitted inside the Library when the Library is not open to the public.

B. Work and Office Areas

1. Visits from family and friends at work should be kept to a minimum. Visitors must be accompanied by a staff member at all times. Staff is responsible for seeing that these visits are kept as brief as possible.
2. Staff wishing to give family members a tour “behind-the-scenes” may do so during the Library’s open hours by prearranging it with their supervisor; contingent upon a tour not conflicting with the staff member’s desk schedule, and not interfering with other staff’s work.

C. Children of Staff

1. In general, the Library policy regarding unattended children applies. See Policy section 2.6.B.
2. For ages up to 8, another responsible adult must be in the Library with the child when the staff member is working.
3. For ages 8 and up, the “accompanying adult” is considered to be the working staff member. This is contingent upon the child being mature enough to use the Library independently, and not to require ongoing supervision (exceeding that provided to any juvenile) from their parent, or from any other staff member.
4. Staff’s children meeting the requirements above, in accordance with the policy regarding children of the public, may attend Library programs open to the juvenile public while the staff parent is working.
5. Inappropriate behavior; as defined in Policy sections 2.2—Rules of Library Conduct and 2.6.B—Unattended Children; will result in the staff member being required to either arrange for another adult to pick their child up, or for the staff member to leave work, taking the child out of the Library. The staff member will not be compensated for any time lost due to having to remove their children from the Library.

D. Last-minute Child Care Problems

Unless the child fits the Policy 2.6.B and 6.9.C.3 definitions for independent Library use, the staff member should not attempt to bring the child to the Library when childcare or babysitter problems develop at the last minute. The staff member should call in to notify the Library that he or she will be late, or will not be in, whichever applies. The staff member will not be able to make up time lost due to childcare problems.

6.9. Visitors (continued)

E. Library Access for Former Employees

1. Individuals no longer employed by the Library or by the City are not to be allowed access to the Library or any other City facility during non-public operating hours.
2. Former staff may not enter staff work areas, break rooms or other non-public space at any time.
3. Former staff are directed to contact the Administrative Secretary through the Library Administration Offices (760-435-5560) if they have any questions or requests regarding this policy.

6.10. Volunteers

A. Policy

Volunteer help is intended to supplement or enrich the service program of the Oceanside Public Library. Volunteers will not displace a paid worker or be substituted for classified staff. This does not mean volunteers cannot apply for paid positions.

B. Recruitment

1. Volunteers are recruited from the community at large. Volunteers are also recruited using a variety of resources including www.volunteermatch.org, the City's website, community service clubs and organizations, and local schools.
2. Due to risk management requirements and City policy, the Library is unable to accept volunteers from Court referral programs (AD-14, 10/16/08).

C. General Requirements

1. Volunteers must follow the rules and guidelines of the Library Volunteer Program and all other relevant Library policies.
2. Volunteers are expected to make an appropriate overall time commitment, and must participate in a scheduled volunteer activity with specific time commitments.
3. Some volunteer assignments require extra or special training or certification. The Library's Volunteer Coordinator will ensure that volunteers comply with these extra requirements.
4. The minimum age for volunteers is 14.

D. Activities

Individual volunteer activities of the Library are described in the Library Volunteer Handbook or similar documents, updated as needed, available from the Library Volunteer Coordinator.

E. Liability

1. Library volunteers are covered under the City's workers' compensation program. Volunteers who are injured while on duty should report the injury to their supervisor or the Volunteer Coordinator. The City of Oceanside Risk Management division will determine the outcome of any claims submitted.
2. Any damage to a volunteer's personal automobile must be covered by the volunteer's personal car insurance.

F. Program Administration

1. All prospective volunteers are required to complete a Volunteer Application. Applications are screened, and qualified candidates are referred for an interview and reference/background check process.
2. City of Oceanside volunteers must be fingerprinted. Upon acceptance of an

6.10. Volunteers (continued)

application by the Library, the fingerprinting will be arranged through the City's Human Resources Department.

3. Volunteers who do not meet standards in the performance of duties or who violate Library policy may be reassigned or dismissed at the discretion of the Library Director.
4. Volunteers will sign a Volunteer Service Agreement, which includes a work commitment and confidentiality agreement, and a computer use agreement. .
5. Volunteers using the Library's ILS are limited to basic functions and will be granted permission appropriate to their assigned tasks. Any exceptions to this policy must be approved, in advance, by the Library Director.
6. Volunteers will participate in a general orientation and specific training, and will have assigned tasks and schedules.
7. Volunteer duties will be organized and assigned in progressive responsibility levels.
8. Statistics for volunteer services will be maintained.
9. Volunteers must wear badges that identify them as Library volunteers.

7. Circulation Policy

7.1. Library Cards

A. Eligibility

1. Anyone who lives, works in, or visits the City of Oceanside may apply for a Library card; many Library services, such as borrowing materials or using computers, require the customer to possess an Oceanside Public Library card. Children under 14 will need permission from their legal guardian to obtain a card.
2. Students in the Oceanside and Visit Unified School Districts will be provided access using their student ID numbers, unless parents have opted out through the District, or by request to the Library (Policy 7.7).
3. Oceanside residents who are unable to visit one of the Library's locations may be eligible for the Library's Books@Home program (Policy 5.8), or Home delivery.

B. Process

1. Fill out the application
2. Present a government-issued photo ID (driver's license, consulate ID, passport)
3. Select a card design
4. Agree to be responsible for all materials checked out on this card and to follow the Library's Code of Conduct

7.2. Check Out and Renewal

The Library does not place a limit on the amount of material customers may borrow at any given time; customers should not borrow more materials than they feel comfortable being responsible for. All Library items check out for three weeks to regular borrowers and six weeks for those with Educator cards. All Library materials may be renewed three times to the original borrower, with the exception of items reserved for another customer.

Renewals are accepted in person, over the phone or from the Library's website at www.oceansidepubliclibrary.org.

7.3. Reserving Material / Holds

Customers may place items on hold through the Library's catalog. Hold requests are generally processed twice a day at each location; notifications of available holds are issued once daily by email, phone call, or text message. Customers may suspend holds that have not yet been filled for up to a year, while preserving their place in line; holds that have already been made available may not be suspended.

7.4. Returning Items

Materials borrowed from any Oceanside Public Library outlet may be returned at any other Oceanside Public Library facility. For example, materials borrowed from the Bookmobile may be returned at the Civic Center Library or Mission Branch. For items borrowed from other public libraries in San Diego and Imperial County, routing and delivery is provided weekly through the SERRA Cooperative Library System. Any borrower taking advantage of this service is urged to turn in materials early, as the material will remain on their account until it is returned to its home location.

7.5. Lost or stolen cards

Customers who have inadvertently left their cards at home may look up their card number at a Library catalog or online. A government-issued ID is required to replace Library cards.

If the card is lost or stolen, a customer should notify the Library immediately, and the Library will place a stop on that customer's card. If the customer neglects to do so, or does not find out about the loss for some time, they will remain responsible for the materials, unless they file a police report with the responsible jurisdiction.

7.6. Dependent Borrowing Restrictions

The Library does not restrict an individual's access to specific types of Library materials. A parent or guardian who wishes to suspend all borrowing privileges of their child or dependent adult may do so.

7.7. Delinquent accounts and communication

- A. The Library will work to ensure customers know when materials are expected back by providing regular notifications via whatever means the customer finds most convenient. For most communications, the customer may select between email, text message, or automated phone call. The Library relies on customers to update their personal information as needed, and will attempt to contact them regarding their account as follows:

<i>Timeframe</i>	<i>Mode of Communication</i>
<i>2 days BEFORE the items are due</i>	Email
<i>The day the items are due</i>	Customer's choice
<i>1 week AFTER the items are due</i>	Customer's choice
<i>2 weeks AFTER the items are due</i>	Customer's choice and letter indicating the cost of the material

<i>3 weeks AFTER the items are due</i>	Customer's choice and phone call
<i>4 weeks AFTER the items are due</i>	Referred to Unique Management

7.8. Lost or damaged materials

Replacement charges for lost or irreparably damaged items will be assessed at the retail price of the material in question. Items returned with missing set pieces (e.g. a DVD set with one disc missing) will be considered irreparably damaged.

If a customer would like to provide an exact replacement for the item that has been lost, stolen, or severely damaged, the Library will be happy to accept a replacement in new condition.

Refunds are not provided for materials that have been paid for, except in cases of Library error.

7.9. Collections

The Library contracts with Unique Management Services, Inc., of Jeffersonville, IN, to provide material recovery services on delinquent accounts. Should a customer be referred to Unique, the Library will assess a \$5 referral fee on the customer's account to cover the cost to the Library. Unique will contact the customer regarding the details and the consequences of failing to settle their account.

7.10. Interlibrary loan via the LINK+ system

Customers with Oceanside Public Library cards may borrow items at no cost from a group of cooperating libraries in California and neighboring states called LINK+. Customers may find and request items through LINK+ directly. The lending periods for these materials is three weeks with one renewal.

8. Collection Development

8.1. Purpose of Collection Development Policy

- A. The public library is the institution in American society which provides materials representing all points of view, in all fields; including political, social, and religious views, no matter how controversial or how objectionable these ideas may be to some. In a democratic society, individuals should feel free to explore any ideas in order to decide which are meaningful to them. Therefore, the Oceanside Public Library; within limits of selection standards, budget, and space; chooses materials reflecting all points of view.
- B. The purpose of this collection development policy is to:
 - 1. link collection activities to the Library's vision, mission and goals
 - 2. provide overall direction for Library staff responsible for the selection and acquisitions processes, to facilitate planning and ongoing activities
 - 3. ensure continuity and consistency over time, regardless of changes in staff, formats or levels of funding
 - 4. show the community served the full extent of the collection, and how it is built and maintained over time
 - 5. demonstrate accountability for the allocation of financial resources to funders, Library staff and the community; and
 - 6. provide a context for resolving the inevitable differences of opinion that arise concerning the choices made

8.2. Principles of Selection

- A. In support of its mission “to engage, inform, connect and inspire,” the Library defends the principle of individual freedom to read, view, and hear. The Library supports the Library Bill of Rights, as adopted by the American Library Association. In order to comply with the American Library Association’s “Freedom to Read” statement, books on controversial subjects or issues, even if written in an extreme or sensational manner, may be acquired.
- B. The Library follows these collection development principles in selecting materials for purchase:
 - 1. Items are never included or excluded because of the race, nationality, or political or religious views of the writer.
 - 2. Titles may be print, audiovisual, or electronic resources.
 - 3. Titles with variety and balance of opinion, and materials on controversial subjects; which meet the Library’s standards of quality in content, expression, and format; are purchased whenever available. Other materials may be purchased in keeping with “Freedom to Read” as noted above.

8.2. Principles of Selection (continued)

4. Availability of materials elsewhere in the community; e.g., the holdings of university, college, and special libraries in the area; and materials available to customers via loan from libraries outside the area, will be considered when selecting materials.

C. Responsibility for Selection

This Collection Development Policy is approved by the Library Board of Trustees. Ultimate responsibility for materials selection rests with the Library Director. The Principal Librarians oversee the selection process. Library staff may be assigned areas of the collection to develop.

D. Selection Criteria

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet standards in all of these areas in order to be added to the collection.

1. popular interest
2. contemporary significance or permanent value
3. currency of information
4. accuracy
5. local emphasis
6. readability or ability to sustain interest
7. treatment of subject for age of intended audience
8. reputation of author, publisher, producer or illustrator
9. creative, literary or technical quality
10. nature of critical assessments in a variety of journals
11. format and ease of use
12. circulation, as monitored through the automated system
13. cost and availability
14. relationship to existing materials in collection
15. relationship to materials in other area libraries
16. relevance to Library programs and services

8.2. Principles of Selection (continued)

E. Suggestions for Purchase

The Library strongly encourages input from the community concerning the collection. An established procedure enables customers to request that a particular item or subject be purchased by the Library. All materials suggested for purchase are subject to the same selection criteria as other materials, and are not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help in developing collections which serve the interests and needs of the community.

F. Donations

1. The Library accepts donations (including publishers' gift copies) for the Library's collection that fall within needed subject categories, as determined by the Library Director and the staff. Donation additions must meet the same selection criteria as purchased materials, and are subject to the following limitations.
 - a. The Library retains unconditional ownership of the donation.
 - b. The Library makes the final decision on the use or other disposition of the donation.
2. Monetary gifts to the collection are welcome, and may be designated as memorials or honorariums. For guidelines for the Memorial Donation program, see Policy 5.5.D.

G. Duplication of Material

- a. Multiple copies of materials are purchased in response to user demand; as evidenced by the number of reservations, anticipated popularity, repeated requests and monitoring of the collection.

8.3. Scope of the Collection

The primary responsibility of the Library is to provide a broad choice of materials to meet the informational, educational, cultural and recreational needs of its diverse community. Materials are selected to aid customers in obtaining practical solutions to daily problems, and to enrich the quality of life for all community members.

A. Scope of the Civic Center Library

The Civic Center Library serves the community of Oceanside as a whole, in addition to serving as a resource for the Mission Branch Library, the Bookmobile and Adelante. The Civic Center Library places major emphasis on meeting community demands for popular materials; and access to current, general information; as well as the provision and preservation of information about the Oceanside area.

1. A wide variety of circulating print and non-print materials are selected to accommodate the diversity of ages, reading levels, languages, needs, and interests of customers.

8.3. Scope of the Collection (continued)

2. A limited amount of on-circulating reference materials are collected at the Civic Center Library based on currency and specificity of information, and/or unique content applicable to the community.
3. In its climate-controlled Helen M. Nelson Heritage Room, and some related shelving areas in the building, the Civic Center Library maintains a small collection of unique, non-circulating items that reflect the history and culture of Oceanside and California, the Library itself, the Library's community partners (including those involved in African American and Filipino culture) and Oceanside's Sister Cities (particularly those in American Samoa and Japan). Some copies of these items, or items similar to them, are available in various parts of the circulating collection.
4. The Civic Center Library also houses newspapers in microfilm and print, telephone/city directories, City documents, and current public-access documents (primarily environmental). When digital or online copies of these items are available, the Library will rely on these for public use, and only retain original items, as space allows, when still safely preservable and necessary for making improved or replacement digital or other copies, or as required for public review.

B. Scope of the Mission Branch Library

The Mission Branch Library serves to meet the needs of a diverse community. The communities around the Mission Branch include varying age groups with different economic, ethnic and educational backgrounds. The core of the collection at the Mission Branch Library is popular fiction and non-fiction.

C. Scope of the Mobile Libraries

Oceanside provides services to underserved communities by operating two Mobile Libraries. Both collections are focused primarily on popular materials for children, teens and adults; and are meant to be supplemented by the holdings at the Civic Center and Mission Branch libraries for each particular user group. The collections should be reviewed and refreshed on a regular basis in order to maintain an assortment of current and highly sought material.

8.4. Collection Descriptions

A. Adult Collection

1. **Fiction** - A great diversity exists in the nature and quality of works of fiction. The tastes, interests, and reading levels of the public also vary. The Library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves, and to satisfy the diversity of interests and recreational needs of its customers.
2. **Nonfiction** - The Library aims at acquiring materials which provide a core of basic knowledge. In addition, the Library selects, makes accessible, and promotes the use of, materials which:
 - a. address contemporary issues
 - b. provide self-help information
 - c. facilitate continuing education
 - d. enhance job-related knowledge and skills
 - e. increase knowledge of community, national, and world public affairs
 - f. support undergraduate course work
 - g. support business, cultural, recreational and civic interests in the community
 - h. nourish intellectual, aesthetic, creative and spiritual growth
 - i. present different viewpoints on issues

B. Children's Collection

Children's Services provides a wide range of materials which meet the educational, cultural, recreational and informational needs of children, ages 0 to 14. Established child development guidelines and professional reviews are used to determine age appropriateness. Selection also includes materials for specialized collections on parenting, teaching and childcare resources.

1. **Fiction** - A great diversity exists in the nature and quality of works of children's fiction. The tastes, interests, and reading levels of the public also vary. The Library acquires fiction in a variety of genres, and for varied reading and age levels. Selectors make every effort to acquire fiction for children which is representative of the cultural and ethnic community that the Library serves, and to satisfy the diversity of interests and recreational needs of its users.
2. **Nonfiction** – The Library aims at acquiring materials which provide a core of basic knowledge. The Library selects, makes accessible, and promotes the use of, materials for children which:
 - a. address contemporary issues
 - b. encourage children's interests and learning

8.4. Collection Description (continued)

- c. serve as a resource to support children’s education and school curriculums
 - d. increase children’s knowledge of community, national, and world public affairs; and promote children’s cultural awareness
 - e. nourish children’s intellectual, aesthetic, creative and spiritual growth
 - f. support children’s recreational interests
 - g. present children with different viewpoints on issues
3. **Parenting Collection** – The emphasis of the Parenting Collection is practical information for those who do or will parent or work with children.

C. Young Adult/Teen Collection

Library Teen Services staff select a wide range of materials to meet the educational, recreational, cultural, informational, and developmental needs of young adults/”teens” ranging in age from 12 to their early 20’s.

1. **Fiction** – A great diversity exists in the nature and quality of works of fiction. The tastes, interests, and reading levels of the public also vary. The Library acquires fiction for teens in a variety of formats and genres, including novels about contemporary teen subjects, themes and life situations.
2. **Nonfiction** – The Library aims at acquiring materials which provide a core of basic knowledge for teens. In addition, the Library selects, makes accessible, and promotes the use of, materials which:
 - a. address contemporary issues for teens
 - b. provide self-help information for teens
 - c. facilitate continuing education for teens
 - d. enhance job-related knowledge and skills for teens
 - e. increase teens’ knowledge of community, national, and world public affairs; and promote young adults’ cultural awareness
 - f. motivate teens to examine their own attitudes, behaviors, responsibilities, and rights as participating citizens in this society; and to make informed judgements in their daily lives
 - g. support middle and high school and some undergraduate course work
 - h. support teens’ recreational interests
 - i. nourish teens’ intellectual, aesthetic, creative and spiritual growth
 - j. present young adults with different viewpoints on issues

8.4. Collection Description (continued)

- D. **Art Works** – The Library possesses a small, non-circulating collection of paintings, photographs, and art prints. Several of the works are by Oceanside artists. Donations are accepted in accordance with the Library’s gift policy [see Policy 5.5.E].
- E. **Audiovisual** – The Library purchases audiovisual materials that meet the educational and recreational needs of the community. The Library acquires audiovisual materials in a variety of formats, including: music on CD, audio book on CD, instructional language CDs, and DVDs.
- F. **Electronic Resources** - An electronic resource is defined as any resource which requires computer, tablet, smartphone, e-reader or similar device access. Examples of electronic resources that might be considered for the collection include, but are not limited to, databases, websites, software programs, e-audiobooks, and e-books.
- G. **Large Print/Large Type** – The large print or large type book collection meets the needs of an increasing number of visually impaired customers. The major thrust of the collection is popular fiction, including large print mysteries and westerns; along with high-interest non-fiction such as biographies and health-related materials.
- H. **Literacy Collection** –The literacy collection provides written material in a variety of formats to support the Library’s literacy program, Oceanside READS. Materials used in the tutoring program comprise a large portion of the collection, are written on a first-to-eighth-grade reading level, and provide strong support for instruction. Other materials, consisting of both fiction and nonfiction, often emphasize practical subjects. The Oceanside READS Literacy Center has the largest collection, with smaller selections at the Civic Center and Mission Branch libraries. In addition to this basic instructional material and in support of family literacy, a variety of children’s picture books, read-alongs, games and parenting books and recordings are available for adult student learners to use with their children.
- I. **Materials for Public Review** – The Library provides Oceanside citizens with information on local issues, actions, services and programs with whatever materials may be available. City-produced reports are made available in print for public review when legally required or determined to be of interest. Some of these materials, depending on their long-term informational value, may be preserved in the Oceanside collection, subject to future review.
- J. **Magazine Collection** – The Library subscribes to magazines for general and popular reading.
- K. **Non-Traditional Materials** – The Library aims at offering non-traditional items that are suitable for circulation, to complement its mission. The objects in these collections provide diverse opportunities for engagement and learning. In addition to selection criteria applied to all other Library materials, such as interest, value, quality, ease of use, circulation, cost and availability, acquisition of non-traditional materials is also governed

8.4. Collection Description (continued)

by available, specialized storage space. Guidelines for use of non-traditional materials collections are developed as each collections is prepared for initial use.

- L. **Reference Collection** – The Library maintains a reference collection which is used to answer questions and to provide library customers, with special information not readily available through popular free sources such as Internet search engines. They remain in the Library to be readily available to all customers.
- M. **Spanish** – The Library maintains a collection of Spanish language materials aimed at meeting the informational and recreational needs of the local Spanish-speaking community of Oceanside. Resources are available in a variety of formats for youth and adults.

8.5. Collection Management and Support

A. Budget Allocation

The Library's materials budget changes from year to year, depending on support from the City's general fund, and funds raised and donated by the Friends of the Oceanside Public Library. The percentage allocations of materials funds are based on circulation trends, collection requirements, and the needs of the community.

B. Resource Sharing

The Library participates in a resource sharing program (LINK+, see part 7.13 of this Policy). Oceanside is both a borrower and a lender. These services are offered to Library customers when materials in the Library's collection are not sufficient to meet their needs.

C. Request for Reconsideration

Library users wishing to recommend the removal of a specific item in the Library's collection may submit a *Request for Reconsideration of Library Materials* form (an example of this form is in part 8.6 of this Policy). The request will be reviewed by the Senior Management Team in relation to the Library's mission statement and the selection criteria of this Collection Development Policy. After evaluating any materials submitted by the customer and by Library staff, as well as any relevant reviews, the Library Director will provide a response within 30 days of receiving the formal objection.

D. Collection Protection

1. The Library Director, with the assistance of the Senior Management Team, is responsible for protecting the collection. Elements of a protection plan may include, but not be limited to, storage, handling, environmental control, security, disaster planning and insurance.

8.5. Collection Management and Support (continued)

2. The Senior Management Team is responsible for planning and conducting materials handling and basic preservation training. They also arrange staff training on security and legal issues in relation to theft and damage of Library materials. Guidelines are provided to staff for responding to suspected theft and deliberate damage.
3. Additionally, a Library Division Manager, with the assistance of the Library Director as needed, is responsible for coordinating with or delegating staff to coordinate with City Public Works staff, regarding maintenance of controls for regulating temperature, humidity and lighting in all Library facilities. In most public areas, these settings are based on comfort of customers. The Library follows specifications and procedures determined to be best practices by recognized preservation experts for operation of the Helen M. Nelson Heritage Room at Civic Center Library.
4. The Library Director, working with the City Attorney's Office and Risk Management division, is responsible for valuation and insurance of the collection. The Director is also responsible for the development of a disaster plan. The Director may delegate portions of the plan to the Management Team or other staff. The plan will be subject to review with each review of the general collections policy.
5. The Library Director and Management Team are responsible for staying apprised of developments and best practices in collection protection.

E. Collection Maintenance

Maintenance of the Library's collection through constant re-evaluation by the Library staff ensures its usefulness and relevancy to the community. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection. Those materials determined no longer to be of value are withdrawn from the collection.

F. Discarding Library Materials

Library materials are discarded for one or more of the following reasons:

1. obsolescence: subject matter is no longer timely, accurate, or relevant
2. damage or poor condition
3. space limitations
4. insufficient use

8.6. Request for Reconsideration Form

[Sample form is on the next page – copies are also in the pockets of the binders containing hard copies of this Policy at each Library service desk]



330 N Coast Hwy
Oceanside, CA 92054
760-435-5600

Request for Reconsideration

Please complete this form and return it to a staff member.

Date: _____

Name (Please print): _____

City/ZIP: _____ Phone#: _____

Email Address: _____

Do you represent: yourself an organization (check one)

What type of material
or service are you
commenting on?

- Book Magazine Library Program DVD
 Music CD Display/Exhibit Internet Resource/Site
 Other (brief description)

What item/program/
display/exhibit are
you commenting on?

If commenting on an item, what is the title and author/performer/producer?

If commenting on a program/display/exhibit, what is the title and the date?

Did you read or listen to
the entire work, stay for
the entire program, view
the entire display? If not,
which section or part did
you read or view?

What is it that you find
objectionable? Please be
specific; cite pages,
excerpts, or scenes
whenever possible.

Staff use only:
Location: _____
Staff Initials: _____

Thank you for your comments. A member of our Administrative Staff will contact you regarding your concerns.

Please use the back of this page for further comments as necessary.

Approved by the Library Board of Trustees 7/26/16

9. Appendix

9.1. Library Bill of Rights

The Oceanside Public Library endorses and supports the following Library Bill of Rights adopted by the Council of the American Library Association:

- A. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- B. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- C. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- D. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- E. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
- F. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Library Bill of Rights shall be interpreted as applying to all materials and media of communications used or collected by libraries.

Adopted by ALA on June 18, 1948.

Amended February 2, 1961 and January 23, 1980.

Inclusion of "age" reaffirmed by ALA Council on January 23, 1996.

9.2. Freedom to Read

The Oceanside Public Library endorses and supports the following Statement, as adopted by the Council of the American Library Association:

- A. The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.
- B. Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.
- C. These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.
- D. Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.
- E. Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.
- F. We believe that free communication is essential to the preservation of a free society

9.2. Freedom to Read (continued)

and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

G. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

H. We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers

9.2. Freedom to Read (continued)

to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the

9.2. Freedom to Read (continued)

- positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.
- I. We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

9.3. Freedom to View

- A. The Oceanside Public Library endorses and supports the following Statement, as endorsed by the Council of the American Library Association:
1. The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:
 - a. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
 - b. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
 - c. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
 - d. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
 - e. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990

9.4. Laws

Excerpts regarding Municipal Libraries from the California State Code

A. Violation of Rules

Education Code Section 18960 – Library free to inhabitants and taxpayers, unless in violation of rules

“Every library established pursuant to this chapter shall be forever free to the inhabitants and nonresident taxpayers of the municipality, subject always to such rules, regulations and bylaws as may be made by boards of library trustees. Any person who violates any rule, regulations, or bylaw may be fined or excluded from the privileges of the library.”

B. Overdue Materials and Parental Responsibility

Education Code Section 19911 – Willful detention of property

“Any person who willfully detains any book, newspaper, magazine, pamphlet, manuscript or other property belonging to any public or incorporated library ... for 30 days after notice in writing to return the article or property, given after expiration of the time for which by the rules of the institution the article or property may be kept, is guilty of a misdemeanor.”

“The parent or guardian of a minor who willfully and maliciously commits to any act within the scope of this section shall be liable for damages so caused by the minor.”

C. Theft Investigation

Penal Code Section 490.5 – Detention of suspect by library employee

“A person employed by a library facility may detain a person for a reasonable time for the purpose of conducting an investigation in a reasonable manner whenever the person employed by a library facility has probable cause to believe the person to be detained is attempting to unlawfully remove or has unlawfully removed books or library materials from the premises of the library facility.”